

BERKELEY COUNTY GOVERNMENT

JOB OPENING

COMMUNITY SERVICES OFFICER (On-Duty Clerk) - (PS100461)

DEPARTMENT: SHERIFF'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Receives information from citizens and prepares criminal incident reports and missing persons reports conforming to SLED requirements. Enters and retrieves criminal information using NCIC/SLED CJICS terminal. Performs diversified duties including answering incoming telephone calls on multi-line telephones, indexing and filing, records management, and other job related duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent, and two (2) years related experience. NCIC certification preferred. Strong customer service skills preferred.

Successful completion of NCIC certification process within six (6) months of employment.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Data Entry/Basic Skills test score of **61** is required for this position. ***(Those who best meet the basic qualifications of the position will be contacted for testing if a valid adequate score is not already on file.)***

Skilled in the use of general office equipment.

Departmental testing may be administered during interviews.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and abilities arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Forty (40) hours per week as scheduled. Most shifts are in 12-hour increments which will include nights, weekends, and/or holidays. Shifts are subject to change but the attempt is made to maintain as much schedule stability as possible. Must be able to work flexible hours, including overtime, when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please visit our website at www.co.berkeley.sc.us for an application or contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163).

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

Community Services Officer - Grade C07
Entry Base Level Bi-Weekly Pay: \$776.38

Date of Posting: 05/21/09

Qualified employees of Berkeley County Government will be given priority consideration for position vacancies. Human Resources will post this position for a minimum of three days. The posting can be withdrawn after three days depending on the number and quality of applications received.

*****SHERIFF'S OFFICE ATTACHMENTS SHOULD ACCOMPANY THE APPLICATION***

REQUIRED DOCUMENTS ARE NECESSARY TO COMPLETE THE APPLICATION PROCESS